



# Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG  
Telephone: 01953 881007 Website: [www.wattontowncouncil.gov.uk](http://www.wattontowncouncil.gov.uk)  
Town Clerk: Mrs Jane Scarrott [clerk@wattontowncouncil.gov.uk](mailto:clerk@wattontowncouncil.gov.uk)

Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 25<sup>th</sup> June 2024 at 7.00pm for the purpose of transacting the following business.

Please note a CHT meeting will be held at 6:30pm, The Chamber will be open to members of the public from 7pm.

*Jane Scarrott* Town Clerk

19<sup>th</sup> June 2024

1. To receive and accept apologies for absence
2. To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the Agenda
3. MINUTES
  - 3.1 To confirm that the minutes of the meeting held on 11.06.24 are a true and accurate record
  - 3.2 To receive an update on items from the previous meeting if not agenda items for this meeting
4. TO RECEIVE REPORTS
  - 4.1 Chairman's Report
  - 4.2 Vice Chairman's Report
  - 4.3 District Councillor's Report
  - 4.4 County Councillor's Report
  - 4.5 Clerk's Report
  - 4.6 Reports from Lead Councillors
5. To note and amend the Works in Progress List
6. PUBLIC PARTICIPATION
7. FINANCE
  - 7.1 To receive the Internal Auditors Report for 23/24 (App 1)
  - 7.2 To approve and sign the Annual Governance Statement 2023/24 (AGAR page 4)
  - 7.3 To approve and sign the Accounting Statements for the financial year ending 31.03.24 (AGAR page 5)
  - 7.4 To approve payments for June 2024 (To follow)
  - 7.5 To note draft minutes from the Finance Committee Meeting held on 13.06.24
  - 7.6 To accept recommendations from the Finance Committee Meeting held on 13.06.24
    - i. to formally minute that the Council supports the purchase of the second Town Council van and it is noted that the process is now complete.

- ii. that the Heritage Park Working Group should set a date to meet to begin planning for the future of the site.
8. To adopt new Financial Regulations (App 2)
9. To agree celebration of VE and VJ Day 2025
10. To agree replacement of the Market Town Initiative Gazebos
11. To consider purchase of signage for the weekly market
12. To consider purchase of hedge trimmer
13. To consider offer to accept UTCF Funded Cherry trees (App 3) and undertake responsibility for the trees
14. To adopt GDPR Policies as presented (App 4) and agree payment of Solicitors invoice of £1200.00
15. To consider Grant Application received from Watton Carnival
16. To consider request to erect a 75cm x 200cm banner on the Lovell Garden Fencing until the end of August 24 with donation to be given to the Mayors Charities
17. To consider acceptance of quote received of between £750 and £1,450 for an initial inspection and structural report on the north end gable wall of Wayland Hall
18. To consider 2 options for the pendant and 3 options for the chain links on the Mayors Chain
19. PLANNING To consult on planning applications received since the last meeting
  - 19.1 3PL/2024/0487/HOU - Single Storey Rear Extension - WATTON: 18 William Close  
<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2024/0487/HOU>
  - 19.2 3PL/2024/0494/HOU - Single Storey Flat Roof Extension to Rear - WATTON: 22 Dye Road  
<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2024/0494/HOU>
  - 19.3 3PL/2024/0483/HOU - Proposed balcony to rear elevation with external staircase and associated alterations - 7 Fairway Drive Richmond Park Golf Club Saham Road IP25 6DT WATTON  
<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2024/0483/HOU>
  - 19.4 3PL/2024/0512/F - Proposed erection of 2-bedroom bungalow with associated parking Land adjacent to 60 Norwich Road IP25 6DF WATTON  
<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2024/0512/F>
20. To pass a resolution to Exclude the Press and Public to consider confidential matters
  - 20.1 To agree provision of HR consultancy once the current contract ends on July 9<sup>th</sup>
  - 20.2 To update on Watton Newsletter